

CALIFORNIA BOARD OF ACCOUNTANCY

January/March ★ Issue No. 37



Diane M. Rubin
President

President's Message

The beginning of the year is a natural time to “take stock” of what is on the near horizon, to anticipate what will be required for success in the next twelve months, and to make plans to achieve our goals.

Planning has been the foundation of much which has been achieved at this Board in the past year; 1998 brings its own action plan for identifying and anticipating issues, completing principal tasks, meeting an array of challenges, and sustaining this Board's record of achievement.

In 1998, we will be updating our Strategic Plan. We also will be involved in an overall Business Process Reengineering effort to examine and improve workflow processes at the Board. We will be working to resolve Year 2000 concerns, and we

will commence planning for the Board's 1999 Sunset Review. As part of meeting our prior Sunset Review mandates, we have initiated an Experience and Education Study.

We also will work to improve communication. As in all successful undertakings, communication isn't simply a means to an end – it is a key to success. As a regulatory agency responsible for protecting the consumer public and serving a large licensee population, the exchange of information is of primary importance. The manner in which we speak to one another, the frequency of our communication, the accuracy and pertinence of our information, the clarity of our words, and the accessibility of the Board and its staff – these are all essential elements of an effective communications strategy. That is why bettering communications will be one of this Board's essential focuses for 1998. We currently have a basic posting on the Department of Consumer Affairs' Web site (www.dca.ca.gov). Just click on the button that says “Other Department of Consumer Affairs Web Sites” – you'll see our listing at the top: Accountancy, Board of. This is just the beginning; one of our top priorities is to develop and

(Please see President's Message, page 2)

What to look for in this issue...

News to You	3
Conducting an Investigation: A Closer Look	4
New Consumer Protection Requirements	6
November 1997 Uniform CPA Examination Profile	7
Please Keep Us in Mind	8
A&A Requirement Warning	9
Ethics Course Alert	10
Citation and Fine Information	11
Regulation Notice	12
Board Actions	16
Disciplinary Actions	16
Other Actions	19

U
P
D
A
T
E

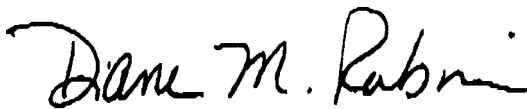
initiate a comprehensive Web Page for consumers and licensees alike.

Besides planning, Sunset Review, and improving communications, what else is on the "issue bill of fare" for 1998? Here's the "short list" in bulleted form:

- Reducing the budget reserve.
- Working toward computerization of the CPA Examination.
- Implementing new legislation and regulations:
 - ◆ To fingerprint new licensees.
 - ◆ Require professional Conduct and Ethics education.
 - ◆ Permit non-CPA Ownership.
 - ◆ Require Accounting and Auditing Continuing Education.

Looking at the big picture, none of these issues is small. As a group, they fill not just a plate, but a banquet table! And all of the above are in addition to the day-to-day responsibilities of the Board of Accountancy: administering the CPA Examination, issuing and renewing licenses, conducting an active enforcement program, managing an evolving, responsive regulatory program, and meeting the ongoing needs of the consumer and the licensee.

Achieving success is going to take dedication, commitment, creativity, stamina, and focus on the part of all Board members and the staff of the Board. Achieving success also will require an acceptance of change and a certainty of purpose. As we anticipate the months ahead, I am privileged to serve as President during these exciting times, and I look forward to meeting the challenges the coming year will undoubtedly bring.



Diane M. Rubin
President

MISSION STATEMENT

The mission of the Board of Accountancy is to protect the public welfare by ensuring that only qualified persons are licensed and that appropriate standards of competency and practice are established and enforced.

VISION STATEMENT

It is the vision of the Board of Accountancy to become the premier regulatory agency that operates with maximum efficiency, fosters continuous quality improvement, and provides exemplary consumer protection while recognizing the changing consumer demographics and nature of services provided by licensed professionals.

News to You

Issues of Interest
to the Consumer
and
to the Practitioner

Board Reconsiders Position on Commissions Bill

The Board has reconsidered its opposition to Senate Bill (SB) 1289 (Calderon). This legislation would permit licensees to accept commissions for non-attest services.

At its November 1997 meeting in San Francisco, the Board acknowledged that many licensees believe the ban on commissions serves no consumer protection purpose, while making it difficult for them to compete equally with other professions. After discussion,

the Board voted to retract its opposition and take a neutral position – if the bill is amended to prohibit referral fees and contain stronger consumer disclosure requirements. Board members and staff are working with Senator Calderon's office to develop the necessary amendments.

The California Society of Certified Public Accountants also recently changed its position and now supports SB 1289.

Computerization of the Uniform CPA Examination Now Under Discussion

A joint committee of the American Institute of Certified Public Accountants and the National Association of State Boards of Accountancy has been formed to discuss how to convert the Uniform CPA Examination into a computer-based examination. The Board's executive officer,

Carol Sigmann, is one of six members of the committee.

Work is now underway on a detailed project plan to guide the committee's activities. As the project progresses, the committee will identify a target date for administration of the first computerized CPA Examination.

Dick Poladian Receives CSCP A Award

The California Society of Certified Public Accountants (CSCP A) has given its Distinguished Service Award to Board member and past Board President Dick Poladian. Mr. Poladian received the award at a ceremony and reception in his honor in Los Angeles on January 22, 1998, for his many professional accomplishments, including his "pivotal role in guiding the Board of Accountancy through Sunset Review."

Baxter Rice Reappointed to the Board

Baxter Rice has been reappointed as a public member of the Board of Accountancy by former Assembly Speaker Cruz Bustamante.

Mr. Rice resides in the Bay Area and works as a consultant. He is currently the Secretary-Treasurer of the Board. He has served on the Board since 1993; in 1995 he chaired the Board's Long Range Planning Committee.

Electronic Commerce and Web Trust Seals

The Board is taking a closer look at the Internet and its effect on the practice of public accountancy. At its January 1998 meeting in Los Angeles, the Board discussed electronic commerce and the *Web Trust* seal.

Web Trust is a new assurance service developed jointly by the American Institute of Certified Public Accountants and the Canadian Institute of Chartered Accountants to address consumer concerns about the safety of electronic commerce on the Internet. Licensees providing this assurance service will evaluate and test Web sites that offer products or services to consumers. If the Web site "qualifies," it will be awarded the *Web Trust* seal to be displayed on the Web Page as an assurance for consumers.

After discussion, the Board voted that *Web Trust* and similar services are attestation services which are part of the practice of public accounting and must be offered only by a licensed practitioner.

Conducting an Investigation: *A Closer Look*

In an effort to better inform licensees of the activities of the Board's Enforcement Division, we are publishing a series of original articles about the enforcement process. The previous issue of **UPDATE** (No. 36, October/December 1997) examined the origins of complaints as well as the process by which those complaints are screened. In the second article of this series, we will explore how the Board conducts its investigations.

Consistent with the Board's mission of consumer protection, enforcement activities include investigating complaints and taking disciplinary actions for violations of the Accountancy Act and Board regulations. The majority of investigations are conducted by staff Investigative CPAs. The Board believes that the majority of its investigative tasks are better conducted by staff Investigative CPAs who are trained in both investigative techniques and the technical issues of the public accounting profession.

... delinquencies in license status or in continuing education ... or failure to notify the Board of address changes ... generally result in citations and fines.

Complaint Screening

All complaints are screened to determine their subsequent disposition. Complaints over which the Board lacks statutory jurisdiction, such as fee disputes, are closed and the complainants notified accordingly. Cases in

which the Board has jurisdiction over both the licensee and the subject matter for which the complaint was filed are assigned to a staff Investigative CPA.

Conducting the Investigation

The Investigative CPA assigned to the complaint contacts both the complainant and the licensee by mail to introduce himself or herself and to request additional information as necessary. Initial contact generally involves a request to the licensee to submit a written statement addressing the complaint. This is a critical step since, without such a statement, the Board has only the statements of the complainant from which to make a determination.

Upon obtaining written statements and documentary evidence from both the complainant and licensee, the Investigative CPA may require further contact with both parties and, in some cases, will conduct part of the investigation at the licensee's office. The majority of complaints are resolved by this process, and most end in closure.

Closure of a complaint does not mean the licensee did not commit the act precipitating the complaint – it simply means that the available evidence falls short of the “clear and convincing” standard required to support a violation of the Accountancy Act.

Board staff contributors to this edition of **UPDATE**:

Larry Finney

Germain Fong

Mary L. Gale

Aronna Granick

Sara Narvaez-Smith

MariJane Stahl

Judy Tomlinson

Lindy Wilson

Often, the investigative process discloses one or more “administrative violations” unrelated to the issue cited in the initial complaint. When a complaint is opened, the subject’s license status is checked routinely, as is the status of any partnership or corporation name under which the licensee is practicing. Similarly, the investigation might disclose deficiencies in the licensee’s continuing education. Any delinquencies in license status or in continuing education, as well as failure to notify the Board of address changes discovered during the investigation, generally result in citations and fines.

Administrative Committee Action

On occasion, the nature of an investigation may lead the Board’s Administrative Committee (composed of 13 licensees appointed by the Board, pursuant to Business and Professions Code Section 5020) to summon a licensee to appear and present evidence at one of the Committee’s regularly-scheduled meetings. This process, known as an Administrative Committee Investigative Hearing (ACIH), may require the use of a certified shorthand reporter to record the licensee’s testimony. The licensee may be represented by legal counsel at the ACIH, while the Board may have representation from the Attorney General’s Office.

After considering the evidence and testimony gathered at the ACIH, the Administrative Committee will make one of three general recommendations:

- Close the case.
- Continue the investigation to gather additional evidence.
- Request the Attorney General’s Office to file an Accusation against the licensee.

Filing an Accusation is the first step in the prosecutorial process.

As part of our continuing series on the Board’s Enforcement Division, the next issue of **UPDATE**, No. 38, will feature an article on the prosecutorial process. ★

Policy of Nondiscrimination

on the Basis of Disability and Equal Employment Opportunity

The California Board of Accountancy does not discriminate on the basis of disability in employment or in the admission and access to its programs and activities.

An Americans with Disabilities Act (ADA) Coordinator has been designated to coordinate and carry out this agency’s compliance with the nondiscrimination requirements of Title II of the ADA. Information concerning the provisions of the ADA, and the rights provided thereunder, is available from:

ADA Coordinator
California Board of Accountancy
2000 Evergreen Street, Suite 250
Sacramento, California 95815-3832

New Consumer Protection Requirements

Since the beginning of 1998, two new requirements aimed at improving consumer protection have been in place regarding the licensing and regulation of public accountancy in California: "reportable events" and the submission of fingerprints. The reportable events requirement affects all licensees; however, the fingerprinting requirement affects only individuals applying for the Certified Public Accountant license as of January 1, 1998.

Requiring applicant fingerprints and criminal histories prior to licensure will help the Board to ensure that only qualified applicants become licensed Certified Public Accountants.

Reportable Events

As a reminder, the Accountancy Act (effective January 1, 1998) requires all licensees to report to the Board convictions of any felonies or of any crime related to the professional responsibilities of CPAs and PAs. These reportable events include felony convictions for crimes involving theft, embezzlement, fraud, or a breach of fiduciary responsibility. Current law also authorizes the Board to deny issuance or to revoke a license when the applicant or the practitioner has been convicted of a crime substantially related to the qualifications of a CPA. The reportable events provision pertains equally to any person initially applying for a license or renewing an existing license.

Submission of Fingerprints

Effective January 1, 1998, applicants applying for the California Certified Public Accountant license will be required to furnish their fingerprints for purposes of conducting criminal history record checks, pursuant to Section 144 of the California Business and Professions Code. Fingerprinting, in tandem with the reportable events requirement, will enable the Board to intervene earlier to reduce the possibility of consumer harm.

Because it can take up to four months to process fingerprint cards, individuals may wish to submit their fingerprints in advance of applying for licensure.

The process begins when an applicant requests the Certified Public Accountant licensure application packet or a set of fingerprint cards. Both packets include a set of two fingerprint cards, information, and complete instructions.

Due to the time required to conduct criminal history record checks, applicants are also encouraged to submit completed fingerprint cards at least four months prior to completing the experience requirement. An application for licensure will not be considered complete until the criminal history record check is completed and other required documentation is received.

Only fingerprint cards furnished by the Board are acceptable for submission; cards provided by

sources other than the Board of Accountancy are unacceptable.

Therefore, the applicant must take the cards to a qualified technician trained in fingerprint-taking techniques. Some law enforcement agencies will provide this service for a fee; telephone yellow page directories list fingerprinting services, and some notary publics also will provide this service.

It is the applicant's responsibility to utilize a qualified fingerprint technician because quality of the fingerprint impressions submitted is crucial; poor quality impressions will cause the fingerprint cards to be rejected, delaying the licensure process. Fingerprint impressions, as well as all required information on the fingerprint cards, must be in black ink.

The completed set of fingerprint cards, with the processing fee of \$56, must be returned by mail to the Board of Accountancy. The fingerprint processing fee is non-refundable and is subject to change.

Processing the Fingerprint Cards

When the Board receives the two completed fingerprint cards, they are reviewed for deficiencies. Possible deficiencies include the following:

- ◆ Fingerprint cards are folded or stapled.
- ◆ Signature of person fingerprinted is missing.
- ◆ Submission of only one fingerprint card.

Continued on page 7

A Profile of the November 1997 Uniform CPA Examination

Continued from page 6

- ◆ Applicant information or fingerprint impressions are not in black ink.
- ◆ The fingerprint impressions are of poor quality.

If no deficiencies are found, the fingerprint cards will be forwarded to the Department of Justice and the Federal Bureau of Investigation to check for criminal history – not only in California, but throughout the United States. Criminal history checks will be carefully reviewed and evaluated for convictions substantially related to the accounting profession. This will be a key factor in determining whether to approve or deny the license.

The Board also has a Subsequent Arrest Information contract with the Department of Justice. This means that once the fingerprints are on file, the Board will be notified of any subsequent criminal conviction, providing a positive method to enable ongoing consumer protection.

Again, only new licensees – not current practitioners – will be required to submit fingerprint cards.

Questions regarding the Board's fingerprint program may be directed to Ms. Lindy Wilson, Fingerprint Analyst, at (916) 263-3696. Questions regarding reportable events should be directed to Mr. Larry Knapp, Supervising Investigative CPA, at (916) 263-3962. ★

Each year, the Board administers the CPA Examination in May and November at four regional sites:

Pleasanton, Pomona, Sacramento, and San Diego. Currently, the Board is preparing to administer the

May 1998 Examination, and it has completed the statistical profile for the November 1997 Examination.

The November 1997 Uniform CPA Examination was held on November 5-6 at four regional sites: While 8,135 candidates were approved and scheduled to take the November Examination, a total of 6,902 candidates actually sat for the exam. The Board also administered the CPA Examination to 51 courtesy candidates, residents of other states who wished to be proctored in California.

Board statistics show that 1,190 candidates established conditional credit during the November 1997 Examination, and 242 candidates passed all four parts of the examination in one sitting.

In support of the Board's zero-tolerance of examination cheating, a new seating protocol was implemented for the November exam – seating one candidate per table at the Sacramento, Pomona, and Pleasanton sites. At the San Diego site, due to the size of the

examination facility, the Board implemented assigned seating in lieu of seating candidates one per table.

As always, proctors who are trained and skilled in administering the Examination assist the Board's staff. For the November exam, 388 proctors were hired: 93 proctors for the Pleasanton site, 183 proctors for the Pomona site, 55 proctors for the Sacramento site, and 57 proctors for the San Diego site.

The proctors assist in many key tasks: verifying candidates' identification, seating candidates, providing security in various areas of the testing facility, and disseminating examination instructions to all candidates. The proctors also are responsible for the distribution, collection, and the security of the examination materials. Because of the nondisclosed nature of the CPA Examination, and the strict security maintained during the exam, all proctors are required to read and sign a proctor agreement and confidentiality statement.

In addition, to ensure the highest level of security before and after the exam, the AICPA contracts with Brinks Security for shipment of examination materials. Immediately after the Examination is completed, test booklets are shipped to the AICPA for grading. Effective the November 1997 Examination, the AICPA has issued failing advisory grades of 70, 71, 72, 73, and 74.

Effective the November 1997 Examination, the AICPA has issued failing advisory grades of 70, 71, 72, 73, and 74.

Continued on page 9

Please Keep Us in Mind

The Board maintains three advisory committees upon which licensees are encouraged to serve. These are the Administrative Committee, the Qualifications Committee, and the Report Quality Monitoring Committee. Serving as a committee member benefits both the consumer and the profession; it is an opportunity to participate actively in the regulation of the accountancy profession and bring new ideas to the Board.

The previous issue of **UPDATE** (No. 36, October/December 1997) published the list of licensed professionals who were either reappointed or newly appointed to serve on the Board's committees for 1998. While the committee appointment process is completed at this time, the Board encourages licensees who are interested in serving to submit a Letter of Interest identifying the committee on which they would like to serve. A résumé or *curriculum vitae* should be included.

This information will be kept in an active file, should there be a need for additional committee members during the year. Please send your Letter of Interest and accompanying career and qualifications information to:

Carol Sigmann,
Executive Officer
Board of Accountancy
2000 Evergreen Street, Suite 250
Sacramento, CA 95815-3832

It is important to know that committee appointments are for a term of one year; appointed

individuals may serve a maximum of eight terms. Members receive reimbursement under state policies for travel and other expenses incurred in the performance of committee duties, plus a small stipend for their service. Meetings are held in both Northern and Southern California; most appointments generally require a commitment of between six to 12 days annually.

To prepare licensees to apply for 1999 committee appointments, the next issue of **UPDATE** (No. 37) will feature an article about the technical skills and other qualities the Board would like committee applicants to possess. ★

Non-CPA Ownership Reminder

Beginning January 1, 1998, the Accountancy Act permits minority ownership of public accounting firms by nonlicensees (Business and Professions Code Section 5079). Therefore, the following reminder is issued:

Firms that add nonlicensee owners must notify the Board within 30 days of the change, in conformance with requirements of Section 5073 of the Accountancy Act (for partnerships) or Section 75.11 of the Board's regulations (for corporations). Accountancy corporations adding nonlicensee owners also must comply with the security for claims provisions in Section 75.8.

For further information from the Board of Accountancy regarding nonlicensee ownership, please contact Dottie Hays at (916) 263-3944 or Lance Taber at (916) 263-3948.

Warning to Licensees: Plan Ahead to Complete Your A&A Requirement

The Accountancy Act requires a licensee who provides audit, review, other attestation services, or issues compiled financial statement reports, to complete a minimum of 24 hours of qualifying continuing education in the area of accounting and auditing (A&A) related to reporting on financial statements. While this requirement has been in effect since January 1, 1997, the Board has not been monitoring compliance in order to:

- Fully inform licensees of the requirement.
- Allow licensees the time to complete appropriate continuing education.
- Complete the process of creating, noticing, and promulgating a regulation to implement the A&A requirement.

With the Board's November 1997 adoption of a regulation implementing the A&A 24-hour requirement – **licensees who have provided audit, review, compilation, or attest services and whose licenses expire after July 1, 1998, must meet the requirement, and the Board will check for compliance.**

To assist those licensees whose deadline to comply is fast approaching – and to provide information for future compliance – the following clarifies the “Who, What, and When” of the A&A continuing education (CE) requirement:

Who: This CE requirement is in effect for any licensee who engages in planning, directing,

performing substantial portions of the work, or reporting on an audit, review, compilation, or attestation service in the 24 months prior to license expiration.

What: For such licensees, 24 of the 80 hours of course subject matter must pertain to financial statement preparation and/or reporting (whether Generally Accepted Accounting Principles or Other Comprehensive Basis of Accounting), auditing, review, compilation, industry accounting, attestation services, or assurance services.

Licensees should choose courses that are relevant to the appropriate subject matter. The Board will not issue a list of A&A courses; the practitioner is responsible for locating and taking appropriate courses.

When: This continuing education shall be completed in the same two-year license renewal period as the report is issued. Any practitioner subject to this requirement must have completed the 24 hours of CE in accounting or auditing-related subject matter when renewing a license as active that expires after July 1, 1998. **Practitioners whose licenses expire prior to this date are not obligated to meet the A&A requirements.**

Questions regarding the A&A continuing education requirement may be directed to Ms. Judy Tomlinson, Continuing Competency Coordinator, at (916) 263-3934, or Ms. Vivian Chen, Continuing Education Specialist, at (916) 263-3937. ★

Continued from page 7

To assist CPA Examination candidates, the Board publishes an *Information for CPA Candidates* brochure, which details education requirements, examination format, and other information for candidates. This publication is available to candidates, licensees, and the consumer public, and it can be obtained by telephoning Ms. Germain Fong, Exam Coordinator, at (916) 263-3951, or by faxing a request to Ms. Fong at (916) 263-3675. ★

Ethics Course *Alert*

Licensees must have completed a Board-approved course in professional conduct and ethics (PC&E) **before** a license may be renewed as active IF:

- the license expiration date is 1998 or 1999, *AND*
- the last two digits of the license end with 01 – 33.

Without completing the PC&E course prior to the license expiration date, a licensee cannot maintain continuous practice rights.

If you are “at the 11th hour” and you have not completed the course – and it is required (license number ends 01 – 33) – your options are as follows:

- Act quickly. Contact one of the course sponsors listed below and complete a PC&E course before your license expiration date. This will ensure that your practice rights are not interrupted because of failing to meet the statutory requirements of Section 5027 of the Accountancy Act.
- Send your renewal application and fee, marking it “inactive,” without practice rights. As soon as the requirements have been met, convert to active status by notifying the Board on the appropriate form available from the Board office. The requirement to convert to active status is 80 hours of continuing education, including the completion of the PC&E course in the 24 months prior to converting to active status. There is no fee to change status.
- Send your renewal application and fee without the PC&E course. Your payment will be processed, but the application will go on “hold.” A deficiency letter indicating the omission of a PC&E course will be mailed to you. As soon as you have completed the course, you can report it on the form letter and return it to the Board office. When this is received, the “hold” will be released and your renewal process will be completed. Your practice rights *do not continue* during the interim the license is “on hold,” but will resume after the renewal is completed. ★

Professional Conduct and Ethics Board-Approved Course List (2/10/98)

Course Title

Sponsor

Live Presentation

Professional Ethics Review	California CPA Education Foundation (800) 922-5272 / Fax (800) 922-5272
Ethics, GAAP and Financial Reporting	California CPA Education Foundation (800) 922-5272 / Fax (800) 922-5272
Ethics for CPAs	Financial Education Resources 4611 Maytime Lane, Culver City, CA 90230 (310) 202-1669
Professional Conduct and Ethics	CSU Los Angeles Peggy Neiman (213) 343-4921
Professional Conduct and Ethics for Accountants	UCSD Extended Studies Charlene Boyl (619) 534-3434
Guide Book to California Accountancy Law: Practicing Within the Rules	Super CPA Alliance Educational Foundation (310) 559-5991 / Fax (310) 559-5992

Self-Study

Professional Ethics Review	California CPA Education Foundation (800) 922-5272 / Fax (800) 922-5272
Ethics, GAAP and Financial Reporting	California CPA Education Foundation (800) 922-5272 / Fax (800) 922-5272
Ethics and Professional Conduct for California CPAs	Professional Education Services (800) 990-2731 / Fax (916) 791-4099

Citation and Fine Information

As a matter of information for licensees: If a citation and fine appeal proceeds to a formal hearing before an administrative law judge (ALJ), when the Board adopts the ALJ's proposed decision upholding the citation and fine, the decision becomes a matter of public record. Under the Public Records Act, all decisions adopted by the Board – in citation cases as well as disciplinary cases – are matters of public record.

At its July 1997 meeting, the Board adopted the following policy: In cases heard before an ALJ, **in which the citation and fine is upheld and the proposed decision of the ALJ is adopted by the Board**, the decision and details concerning the citation will be published in **UPDATE**.

During the calendar year 1997, the Citation and Fine Unit issued citations to 55 licensees, totaling 94 violations and resulting in more than \$67,000 in administrative fines.

Of the 94 violations, seven appeal cases progressed to a formal hearing before an administrative law judge; in all seven cases, the Board prevailed, resulting in affirmed violations for these licensees.

Citation and Fine Statistical Summary for Calendar Year 1997

Citations

Issued

Business and Professions Code Section

20	5050	Practice Without Permit
13	5055	Title of CPA
11	5071	Restriction on Practice as Partnership
4	5153	Name of Corporation
2	5100(c)	Discipline in General (Gross Negligence in Tax Matters)
2	5151	Application for Registration as Corporation
1	5062	Report Conforming to Professional Standards
1	5072	Requirements for Registration as CPA Partnership
1	5100(f)	Discipline in General (Willful Violation)
1	5152	Corporation Annual Report Filing

California Code of Regulations Section

11	67	Approval of Use of Fictitious Name
8	87	Basic Requirements - Continuing Education
6	89(b)	Control and Reporting - Continuing Education
6	3	Notification of Change of Address
4	66	Plural Designations
2	68	Retention of Client's Records
1	52	Response to Board Inquiry
<u>94</u>		

Be aware that a licensee who has an outstanding administrative fine owed to the Board of Accountancy **cannot renew the license without paying the fine**. In fact, payment of an outstanding administrative fine is an express statutory condition for renewal: Business and Professions Code Section 125.9 (b) (5) states "A license shall not be renewed without payment of the renewal fee and fine."

For questions concerning Citation and Fine activity, individuals may telephone Board staff at (916) 263-3968. ★

Regulation Notice

TITLE 16. BOARD OF ACCOUNTANCY

NOTICE IS HEREBY GIVEN that the Board of Accountancy is proposing to take the action described in the Informative Digest. Any interested person may present statements or arguments, orally or in writing, relevant to the action proposed at a hearing to be held at the Clarion Hotel, 660 K Street, San Diego, California 92101, on May 15, 1998, at 9:00 a.m. Written comments must be received by the Board at its office no later than 5:00 p.m. on May 14, 1998, or must be received by the Board at the hearing. If comments are submitted at the hearing, it is requested, although not required, that 20 copies be made available for distribution to Board members and staff. The Board, upon its own motion or at the instance of any interested party, may thereafter adopt the proposal substantially as described below or may modify the proposal if the modifications are sufficiently related to the original text. With the exception of technical or grammatical changes, for 15 days prior to its adoption, the full text of any modified proposal will be available from the person designated in this notice as contact person and will be mailed to those persons who submit written or oral testimony related to this proposal, or who have requested notification of any changes in the proposal.

Authority and Reference: Pursuant to the authority vested by Business and Professions Code Sections 5010, 5018, and 5083, to implement, interpret or make specific Business and Professions Code Sections 136, 5009, 5018, 5023, and 5083, the Board is considering changes to Division 1 of Title 16 of the California Code of Regulations as follows:

Informative Digest/Plain English Policy Statement Overview

1. Amend Section 3 of Title 16 of the California Code of Regulations.

Business and Professions Code Section 5010 authorizes the Board to adopt regulations for the orderly administration of the Accountancy Act. Business and Professions Code Section 5009 authorizes the Board to prepare a registry of licensee names and addresses. Business and Professions Code Section 136 requires that a licensee keep the Board informed of any change of address.

Current Section 3 states that all licensees shall report address changes at the time of renewal and specifies the information to be reported. This proposal would revise Section 3 to simplify the reporting requirements.

One objective of this proposal is to simplify the requirements for updating the address of record. A second objective is to aid the Board in maintaining an accurate database of licensee information for proper administration of the Accountancy Act.

2. Amend Section 11.5 of Title 16 of the California Code of Regulations.

Business and Professions Code Section 5010 authorizes the Board to adopt regulations, and Business and Professions Code Section 5018 authorizes the Board to prescribe rules of professional conduct. Business and Professions Code Section 5083 requires the Board to adopt regulations pertaining to the experience required for licensure.

Current Section 11.5 specifies the experience requirements for licensure. Current subsection (b) of Section 11.5 lacks clarity and is sometimes confusing to out-of-state applicants for licensure. This proposal would revise subsection (b) of Section 11.5 for enhanced clarity and ease of administration.

Current subsection (e) of Section 11.5 specifies that experience may be obtained in part-time or full-time employment. This proposal revises subsection (e) to specify how part-time employment equates to full-time employment.

The objective of this proposal is to facilitate more consistent administration of the experience requirement and less confusion among applicants.

3. Amend Sections 54.1 and 54.2 of Title 16 of the

Regulation Notice continued from page 12

California Code of Regulations.

Business and Professions Code Section 5010 authorizes the Board to adopt regulations, and Business and Professions Code Section 5018 authorizes the Board to prescribe rules of professional conduct.

Current Section 54.1 prohibits the disclosure of confidential client information and lists some exceptions. Current Section 54.2 contains provisions related to recipients of confidential information and references Section 54.1. This proposal would revise the exception list in Section 54.1 to include those instances in which the licensee must defend himself or herself in a legal proceeding initiated by a client. This proposal would also revise Section 54.2 for consistency.

The objective of this proposal is to preserve client confidentiality, while at the same time allowing licensees to defend themselves in legal proceedings initiated by clients.

Fiscal Impact Estimates

Fiscal Impact on Public Agencies Including Costs or Savings to State Agencies or Costs/Savings in Federal Funding to the State: There is no fiscal impact involved in these proposals. These proposals clarify or revise existing regulations, but create no new requirements.

Nondiscretionary Costs/Savings to Local Agencies: None

Local Mandate: None

Cost to any Local Agency or School District: None

Business Impact: The Board of Accountancy has determined that the proposed regulatory action would have no significant adverse economic impact on California business enterprises and individuals, including the ability of California businesses to compete with businesses in other states.

Impact on Jobs/New Businesses: The Board of Accountancy has determined that this regulatory proposal will not have a significant impact on the creation or elimination of jobs within the state of California, the creation of new businesses or the elimination of existing businesses within the state of California, or the expansion of businesses currently doing business within the state of California.

Cost Impact on Private Persons or Entities: Insignificant

Housing Costs: None

Plain English Requirement

The Board of Accountancy has determined that the proposed regulations would affect small businesses. The express terms of the proposed action written in plain English are available from the agency contact person named in this notice.

Consideration of Alternatives

The Board must determine that no alternative which it considered would either be more effective than or as effective as and less burdensome on affected private persons than the proposal described in this notice.

Any interested person may present statements or arguments orally or in writing relevant to the above determinations at the above-mentioned hearing.

Statement of Reasons and Information

The Board has prepared a statement of reasons for the proposed action and has available all the information upon which the proposal is based.

Text of Proposal

Copies of the exact language of the proposed regulations and of the statement of reasons and other information, if any, may be obtained at the hearing or prior to the hearing upon request from the Regulations Coordinator, Board of Accountancy, at 2000 Evergreen Street, Suite 250, Sacramento, California 95815.

Contact Person

Inquiries concerning the proposed administrative action may be addressed to Aronna Granick, Regulations Coordinator, at the above address or by telephone at (916) 263-3788.

Text of Proposal

Section 3. Notification of Change of Address.

~~(a) Each licensee shall report to the Board in writing any change in his or her address of record within 30 days after the change. The report shall~~

Continued on page 14

Regulation Notice continued from page 13

~~include the licensee's previous address of record. The address of record is public information. Each licensee shall report to the Board in writing any change in his or her telephone number within 30 days after the change. The report shall include the licensee's previous telephone number.~~

~~(b) If the address of record is not the licensee's primary place of employment or residence or is a post office box or mail drop, then the licensee shall also report the street address and telephone number of either his or her primary place of employment or his or her residence.~~

~~(c) Each licensee shall report any change in the address of any location where he or she is engaged in the practice of public accountancy within 30 days after the change. Each licensee shall report any change in the telephone number of any location where he or she is engaged in the practice of public accountancy within 30 days after the change.~~

~~(d) For purposes of this section, "licensee" includes any holder of an active, inactive, suspended, or expired license, permit, certificate, registration, or other authorization issued by the Board to practice public accountancy which is not canceled or revoked.~~

(a) Address Notification – Individual Licensees

(1) Each licensee shall notify the Board of any change in his or her address of record within 30 days after the change. The address of record is public information. If the address of record is a post office box or mail drop, the change of address notification shall include the street address of either the licensee's primary place of employment or his or her residence.

(2) For purposes of this section, "licensee" includes any holder of an active, inactive, suspended, or expired certified public accountant license or public accountant license issued by the Board which is not canceled or revoked.

(3) All notification required under this subsection shall be in writing and shall be signed by the licensee.

(b) Notification of Change of Address – Licensed Firm

(1) Each licensed firm shall notify the Board of any change in its address of record within 30 days after the change. The address of record is public information. If the address of record is a post office

box or mail drop, the change of address notification shall include the street address of the firm's principal office.

(2) For purposes of this section, "licensed firm" includes any partnership or professional corporation licensed by the Board to practice public accountancy even if the license is suspended or expired, provided the license is not canceled or revoked.

(3) All notifications required under this subsection shall be in writing and shall be signed by a licensed partner or licensed shareholder of the firm.

NOTE: Authority cited: Section 5010, Business and Professions Code. Reference: Sections 136 and 5009, Business and Professions Code.

Section 11.5. Experience Required Under Section 5083 of the Accountancy Act.

Applicants may be required to appear before the Qualifications Committee and present work papers, or other evidence, substantiating that their experience meets the requirements of Section 5083 of the Business and Professions Code.

(a) In order to meet the attest experience requirements as set forth in Section 5083, the applicant shall show to the satisfaction of the Board that his/her experience has included all of the following:

(1) Experience in the planning of the audit including the selection of the procedures to be performed.

(2) Experience in applying a variety of auditing procedures and techniques to the usual and customary financial transactions included in financial statements.

(3) Experience in the preparation of working papers in connection with the various elements of (1) and (2) above.

(4) Experience in the preparation of written explanations and comments on the work performed and its findings.

(5) Experience in the preparation of and reporting on full disclosure financial statements.

~~(b) The applicant, pursuant to Section 5087 of the Accountancy Act, may be considered to have met the experience requirement of Section 5083 when that applicant can show to the satisfaction of the Board that (1) the applicant has been engaged in the~~

Continued on page 15

Regulation Notice continued from page 14

~~practice of public accountancy for five of the last ten years; (2) the preponderance of the applicant's experience was obtained in another state, territory, or district of the United States; and (3) a certificate of experience is submitted on behalf of the applicant.~~

(b) The applicant, pursuant to Section 5087 of the Accountancy Act, may be considered to have met the experience requirement for licensure when the applicant can show to the satisfaction of the Board that (s)he has been engaged in the practice of public accounting as a licensed certified public accountant in another state for five of the ten years preceding the date of application for a California license.

(c) The applicant who is applying with public accounting experience obtained outside the United States and its territories must present work papers substantiating that such experience meets the requirements of Rule 11.5(a) and generally accepted auditing standards. Alternatively, the applicant may acquire one year of United States experience which meets the requirements of Business and Professions Code Section 5083 and Rule 11.5(a).

(d) The applicant who is applying with experience obtained five (5) or more years prior to application will be required to obtain 48 hours of continuing education courses in specific areas prescribed by the Board.

(e) The experience required by Section 5083 may be obtained in full-time or part-time employment. In evaluating an applicant's experience, 170 hours of part-time employment shall be considered equivalent to one month of full-time employment.

NOTE: Authority cited: Sections 5010, 5018, and 5083, Business and Professions Code. Reference: Sections 5023 and 5083, Business and Professions Code.

Section 54.1. Disclosure of Confidential Information Prohibited.

No confidential information obtained by a licensee, in his or her professional capacity, concerning a client or a prospective client shall be disclosed by the licensee without the permission of the client or prospective client, except for the following:

(a) disclosures made by a licensee in compliance with a subpoena or a summons enforceable by order of a court;

(b) disclosures made by a licensee regarding a client or prospective client to the extent that the licensee reasonably believes that it is necessary to maintain or defend himself/herself in a legal proceeding initiated by that client or prospective client;

~~(b) (c)~~ disclosures made by a licensee in response to an official inquiry from a federal or state government regulatory agency;

~~(e) (d)~~ disclosures made by a licensee or a licensee's duly authorized representative to another licensee in connection with a proposed sale or merger of the licensee's professional practice;

~~(d) (e)~~ disclosures made by a licensee to (1) another licensee to the extent necessary for purposes of professional consultation and to (2) professional standards review, ethics or quality control peer review organizations;

~~(e) (f)~~ disclosures made when specifically required by law.

NOTE: Authority cited: Sections 5010 and 5018, Business and Professions Code. Reference: Section 5018, Business and Professions Code.

Section 54.2. Recipients of Confidential Information.

Members of the Board, its appointed representatives, professional practice reviewers and other persons designated in Section 54.1 ~~(e) -- (e)~~ (d) - (f) shall not disclose information concerning licensees or their clients which comes to their attention in carrying out their professional responsibilities; provided, however, such information may be disclosed:

(a) as part of disciplinary proceedings with the Board,

(b) as part of legal actions in which the Board is a party,

(c) in response to an official inquiry from a federal or state governmental regulatory agency,

(d) in compliance with a subpoena or summons enforceable by order of a court, or

(e) when otherwise specifically required by law.

NOTE: Authority cited: Sections 5010 and 5018, Business and Professions Code. Reference: Section 5018, Business and Professions Code. ★

DISCIPLINARY ACTIONS

The disciplinary process has many steps. When a complaint is received by the Board, a thorough investigation is conducted under the auspices of the Board's Administrative Committee. Information regarding a complaint generally is gathered by staff Investigative CPAs, often accompanied by a licensee's appearance before the Administrative Committee. In some cases, information is gathered by the Department of Consumer Affairs' Division of Investigation. Following the investigation and review by the Administrative Committee, a recommendation is made either to close the case for lack of evidence, or to refer the matter to the Attorney General for review and preparation of an Accusation against the licensee.

If charges are filed against a licensee, a hearing is held before an independent administrative law judge, who submits a proposed decision to be considered by the Board of Accountancy. The Board either may accept the proposed decision or decide the matter itself. In many instances, licensees enter into a stipulated disciplinary settlement agreement with the Board, in lieu of going to hearing.

You may request a copy of the Accusation and Decision regarding any of these disciplinary actions by sending a written request to the Board office, Attention: Disciplinary Actions. You must state the licensee's name and license number. There is a \$3 fee for each request. Please make your check or money order payable to "Board of Accountancy," and allow approximately three weeks for receipt.

Board Actions 11/14/97 through 1/7/98 *Revocation of CPA Certificate*

Name	Cause for Discipline	Code Violation(s)
ALLEN, ROBERT W. Torrance, CA (CPA 25542) Revocation of CPA Certificate, via proposed decision. Effective January 2, 1998	<p>The cause for discipline resulted from Mr. Allen's failure to comply with probationary conditions. Effective September 6, 1995, Mr. Allen's license was revoked; revocation was stayed. His license was placed on probation for three years pursuant to a Stipulation in Settlement and Decision in which Mr. Allen admitted he was guilty of unprofessional conduct in the preparation of financial statements, engaging in the practice of public accountancy without a valid license and practicing under an unregistered and unapproved fictitious business name.</p> <p>Pursuant to the Stipulation, Mr. Allen's certificate became subject to conditions which required, among other requirements, that he submit quarterly written reports to the Board, and that he reimburse the Board for investigation and prosecution costs. Mr. Allen violated these terms by failing to submit quarterly probation reports to the Board in a timely manner and by failing to reimburse the Board for its investigation and prosecution costs.</p>	Business and Professions Code § 5100.

(Continued on page 17)

UPDATE, Issue #37

Disciplinary Actions

(continued from page 16)

Board Actions 11/14/97 through 1/7/98

Revocation of CPA Certificate

Name	Cause for Discipline	Code Violation(s)
COPELAND, LARRY MACK. Morro Bay, CA (CPA 37391) Revocation of CPA Certificate, via proposed decision. Effective January 2, 1998	<p>The cause for discipline resulted from Mr. Copeland's failure to comply with probationary conditions. Effective March 16, 1994, Mr. Copeland's license was revoked, revocation was stayed. His certificate was placed on probation for three years pursuant to a Stipulation in Settlement and Decision, in which Mr. Copeland admitted he was subject to discipline for unprofessional conduct in the preparation of audited financial statements, reviewed financial statements, and income tax returns.</p> <p>Pursuant to the Stipulation, Mr. Copeland's license was placed on probation subject to conditions which required, among other requirements, that he submit quarterly written reports to the Board, and that he reimburse the Board for investigation and prosecution costs. Mr. Copeland was to complete 80 hours of continuing professional education in addition to the hours required for license renewal.</p> <p>Mr. Copeland violated these terms by late submission of quarterly written reports. Further, he failed to reimburse the Board for its investigation and prosecution costs beyond an initial payment, and failed to complete any of the required continuing education.</p>	Business and Professions Code § 5100.
MAST, ROBERT C. Redwood City, CA (CPA 45251) Revocation of CPA Certificate, via default decision. Effective January 1, 1998	<p>Mr. Mast was engaged to prepare timely tax returns for a client, but failed to do so, resulting in the client incurring \$1,369.13 in federal and state penalties and interest for late filing.</p> <p>Mr. Mast at times, practiced public accountancy while his license was in an inactive status.</p>	Business and Professions Code §§ 5050, 5100(c), and (h).

(Continued on page 18)

Disciplinary Actions

(continued from page 17)

Board Actions 11/14/97 through 1/7/98

Revocation of CPA Certificate

Name	Cause for Discipline	Code Violation(s)
STREICH, JEROME San Francisco, CA (CPA 10652) Revocation of CPA Certificate, via stipulated decision. If Respondent ever reapplies for licensure with the Board, he must meet all current requirements for licensure at the time of his re-application and reimburse the Board for all costs in this proceeding as a prerequisite to relicensure. Effective January 1, 1998	Mr. Streich admits that he breached his fiduciary duty with respect to his clients. The circumstances are that Mr. Streich made a business arrangement with a third party in which he agreed to raise several hundred thousand dollars in investor loans in return for the third party's investment in one of the Mr. Streich's business ventures. Mr. Streich subsequently contacted three accounting clients and suggested that they loan money to the third party. Mr. Streich advised his clients that they would receive substantial return on their money, that their loans would be secured by stock valued in excess of \$1 million, and that the stock would be held in trust by him until the loans were repaid. Based on the Mr. Streich's promises of high return and investment security, two his clients invested \$100,000 and \$50,000, respectively. These monies were channeled through the Mr. Streich who, in turn forwarded the monies on to the third party without confirming the existence of the alleged security. Mr. Streich's clients subsequently lost their investments; however, Mr. Streich ultimately reimbursed his clients a total of \$62,750.	Business and Professions Code § 5100(h) and (j).
WEISSENFLUH, MICHAEL SCOTT Rockaway Beach, OR (CPA47406) Revocation of CPA Certificate, via stipulated decision. If Respondent ever reapplies for licensure with the Board, he must meet all current requirements for licensure at the time of his reapplication and reimburse the Board for all costs in this proceeding as a prerequisite to relicensure. Effective January 7, 1998	Mr. Weissenfluh admitted that if the allegations, as contained within the subject Accusation, were proven at an administrative trial, his license would be subject to appropriate discipline, including revocation. The allegations are that Mr. Weissenfluh made a business arrangement with a third party in which he agreed to raise capital for the third party, a "high risk" movie venture. Mr. Weissenfluh agreed to accept as compensation 20,000 shares of company stock. It was further alleged that Mr. Weissenfluh contacted four accounting clients who authorized a maximum investment. He had authority to sign the aforementioned accounting clients' checks, subsequently, Mr. Weissenfluh forged two of the clients' signatures on their respective checks, thereby increasing their investment by \$200,000 and \$125,000, respectively.	Business and Professions Code §§ 5100(h) and (j).

(Continued on page 19)

UPDATE, Issue #37

Other Actions

(continued from page 18)

Board Actions 11/14/97 through 1/7/98

Name	Cause for Board Action	Code Violation(s)
<p>ROSAS, GILBERT M. Pasadena, CA (CPA 19850)</p> <p>Revocation stayed, with five years' probation, via stipulated settlement.</p> <p>The probation imposed included the following terms and conditions: Suspend Certificate No. 19850 for 60 days, during which time Mr. Rosas shall engage in no practice which requires licensure as a CPA. Reimburse the Board of Accountancy for investigation and prosecution costs. Complete 24 hours of continuing education courses, above the required minimum for continued licensure, to be prescribed by the Board of Accountancy. Full compliance with settlement terms of civil lawsuit with his accounting client. Effective January 7, 1998</p>	<p>For purposes of settlement, Mr. Rosas admits that, beginning in or about 1990, he approached a client about investing in what Mr. Rosas represented was to be a corporation that would own various real estate investments. Mr. Rosas, knowing that the client was to receive a refund more than \$300,000 from IRS in the 1990 tax year, solicited an initial investment of \$300,000. The money was to purchase several income-producing properties, some of which were undeveloped. Subsequently, the accounting client learned that the properties were valued at less than the amount represented by Mr. Rosas, and that payments on a number of the properties were in arrears. It was further discovered that the corporation in which the client was to be a shareholder had never been formed, and that the properties were held in the names of certain individuals. Moreover, each distribution made from the accounting client's contribution involved properties in which Mr. Rosas and/or his non-client business partner had a financial stake; however, his accounting client had no interest whatsoever in some of these properties.</p>	<p>Business and Professions Code § 5100 (h) (j). California Code of Regulations, Title 16, § 57.</p>
<p>SCHWEITZER, DONALD L. San Rafael, CA (CPA 10044)</p> <p>Surrender of CPA certificate, via stipulated settlement. Effective January 7, 1998</p>	<p>The Accusation includes charges that Mr. Schweitzer practiced public accountancy during the period from April 1, 1989 through March 3, 1994, while his license was in a delinquent status, and that he was unable to provide documentation of completion of continuing professional education courses.</p>	<p>Business and Professions Code §§ 5050 & 5051. California Code of Regulations §§ 87 & 89.</p>

(Continued on page 20)

Other Actions

(continued from page 19)

Board Actions 11/14/97 through 1/7/98

Name	Cause for Board Action	Code Violation(s)
TWANMOH, JAMES CHUNG MING Monterey Park, CA (CPA 33712) Revocation stayed, with three years' probation , via stipulated settlement. Probation terms include the following: At Mr. Twanmoh's expense, all audits, reviews, and compilations must be reviewed by an outside CPA. Completion of a Board-approved ethics examination within the probationary period. Completion of 60 hours of continuing education courses. Forty of these hours shall be above the minimum hours required for the licensure. Reimburse the Board for investigation and prosecution costs. Sixty hours of community service. Effective January 7, 1998	<p>Mr. Twanmoh admits the truth of the allegations contained in the Accusation. The Accusation charges Mr. Twanmoh with gross negligence, in connection with his audit of the ABC Capital Corporation, for the year ended September 30, 1990, and in connection with his audit of Lucky Farms, Inc., for the year ended December 31, 1993.</p> <p>Mr. Twanmoh audits contained extreme departures from Generally Accepted Auditing Standards, including: failure to document his understanding of internal control; failure to document proper audit planning; failure to document auditing testing; failure to document consideration of audit risk and materiality; failure to document performance of analytical procedures and evaluation of subsequent events.</p> <p>The Accusation also charges Mr. Twanmoh with issuing compilation reports containing departures from Statements on Standards for Accounting and Review Services.</p>	Business and Professions Code §§ 5062, 5100(c) and (f). California Code of Regulations, Title 16, Division 1, § 58.

Appeal of Citation and Fine Before an Administrative Law Judge

Name	Cause for Board Action	Code Citation(s)
KRAMER, STEVEN EDWARD Los Angeles, CA (CPA 14200) Citation sustained; Mr Kramer was fined via propped decision.	Respondent was cited for retaining client records.	California Code of Regulations, Title 16, Division 1. Article 9, § 68

Future Board Meetings

Board meetings are open to the public. Licensees are encouraged to attend.

Please call the Board office at (916) 263-3680 for further information.

March 21, 1998

Radisson Hotel
500 Leisure Lane, Highway 160
Sacramento, California 95815

May 14-15, 1998

Clarion Hotel
660 K Street
San Diego, California 92101

July 17-18, 1998

Miyako Radisson
1625 Post Street
San Francisco, California 94115

September 18-19, 1998

Hyatt Regency Hotel
17900 Jamboree Road
Irvine, California 92614

November 20-21, 1998

Miyako Radisson
1625 Post Street
San Francisco, California 94115

Future Committee Meetings

Administrative Committee

April 23, 1998
Beverly Garland Hotel
1780 Tribute Road
Sacramento, California 95815

August 27, 1998
Miyako Radisson
1625 Post Street
San Francisco, California 94115

November 4-5, 1998
Orange County Airport Hilton
18800 MacArthur Boulevard
Irvine, California 92715

Report Quality Monitoring Committee

May 19, 1998
Burbank Hilton
2500 Hollywood Way
Burbank, California 91505

Qualifications Committee

April 29 – 30, 1998
Clarion Hotel Bay View
660 K Street
San Diego, California 92101

June 17 – 18, 1998
Miyako Radisson
1625 Post Street
San Francisco, California 94115

August 20 – 21, 1998
Orange County Airport Hilton
18800 MacArthur Boulevard
Irvine, California 92715

October 21 – 22, 1998
Renaissance Hotel
9620 Airport Boulevard
Los Angeles, California 90045

January 6 – 7, 1998
Location to be announced

ADDRESS CHANGE FORM

Please *Print* Only one character per space — maximum 30 characters per line

A separate change of address form must be submitted for each license type.

Individual (CPA/PA) ☐ Partnership ☐ Corporation ☐ License Number _____

Name of Licensee

or

Name of Firm

Last First Middle

Business Name

Address of Record

Be advised that your address of record is public information, and all Board correspondence will be sent to this address.

Home ☐ Business ☐
(check one)

Business Name (if different from name above)

Street Apt. or Suite #

City State Zip

Other Address

Complete this section only when the address of record is a mail drop or a Post Office Box.

Home ☐ Business ☐
(check one)

Street Apt. or Suite #

City State Zip

Daytime Phone _____
Area Code

Date of Birth _____
Mo. Day Year

I certify to the truth and accuracy of all of these statements and representations.

Signature of Licensee,
Licensed Partner, or
Licensed Shareholder _____

Date _____

Print your name _____

A licensee who fails to notify the Board of Accountancy within 30 days of a change in his/her address of record may be subject to citation and fine (fines ranging from \$100–\$1,000) under the California Code of Regulations, Title 16, Division 1, Sections 3 and 95.2.

The Board maintains a list of all licensees. This list is sold to requestors for mailing list purposes. Check here **only** if you do **not** want your name included on this list. ☐

Mail to: Board of Accountancy, 2000 Evergreen Street, Suite 250, Sacramento, CA 95815-3832 or
FAX to: (916) 263-3675

Department of Consumer Affairs
California Board of Accountancy *UPDATE* #37
Sacramento, California 95815-3832
(916) 263-3680

Bulk Rate
U.S. Postage
PAID
Permit NO. 2853
Sacramento, CA

ADDRESS CORRECTION REQUESTED

Board Members

Diane M. Rubin, CPA, President
Harry E. Mikkelsen, CPA, Vice President
Baxter Rice, Secretary-Treasurer, ***UPDATE*** Editor
Robert E. Badham
Walter F. Finch, PA
Avedick B. Poladian, CPA
Robert J. Shackleton, CPA,
Michael S. Schneider, CPA
Joseph C. Tambe

Carol Sigmann, Executive Officer
Mary Crocker, Assistant Executive Officer
Greg Newington, CPA, Enforcement Program Chief
Jonathan Meltzer, Licensing Program Manager
Mary L. Gale, ***UPDATE*** Managing Editor
Laura Jansen, ***UPDATE*** Design and Production

Committee Chairs

Administrative Committee, Martin Laffer, CPA
Qualifications Committee, Paul Koreneff, CPA
Report Quality Monitoring Committee, Charles Chazen, CPA